***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, March 2, 2015, 3:10 – 5:00**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Lisa Note taker: Jennifer Copley Time keeper: Julie Burckhard

|  |  |
| --- | --- |
| **Topic** | ‡**Notes** |
| **Next Meeting Date** | **Department Chairs April 6 Meeting**  Department Chairs next Meet on Monday, April 6. Since Lisa will leading a Hellgate delegation to an Teaching by Design workshop at Stanford, she asks Department Chairs to study the Peer Review Report, the offer suggestions about how to integrate both that review and our current building goals.   * How do their suggestions fit into one of our three building goal? * Based on the Peer Review from CMR, do we need to add additional goals? * At the May meeting of department chairs, be prepared to discuss recommendations. |
| **Department Announcements:** | **Special Education**   * Successfully held their half day PLC planning day. * Will hold IEP meetings for incoming freshmen in early April. * Will welcome 35 freshmen into special education classes in Fall 2015. * Will celebrate the graduation of 26 special education students in June.   **Health and Physical Education**   * Will hold their dance unit the week before spring break. * Ask other teachers not to allow students to observe without a pass from a HPE teacher.   **Math Department**   * Encouraged 200 Hellgate students to participate in the Montana Council of Teachers of Mathematics contest last week. * Noted that Chip Rhinehart started with 200 kids and built the program to 1600 participants. * Will support 3 Hellgate students who have been invited to take a follow-up exam for those who excelled.   **Counseling Department**   * Is trying to finalize course requests. * Thanks departments who shared time with counselors finalizing schedules. * Will administer the CRT Examination on the 16th, 17, and 18th of March in biology classrooms. (Sophomores not taking biology will have to be pulled from other classes.) * All make-up tests must be completed during this week. * Notes that more students than ever before will be taking a wider variety of AP exams this May. * Will administer Smarter Balance Tests to all juniors on April 7 and 8. Juniors will miss all of their morning classes one day and all of their afternoon classes on the other day of testing. * Will administer the ACT Test to all juniors on Tuesday, the 28th of April.   **Family and Consumer Sciences**   * Continues to prepare and sell teacher lunches. * Helps students gain experience by preparing making lunches at the Senior Center and Poverello.   **Library**   * Continues to explore the future by sending Shaun Gant to a conference for computers in education   **Fine Arts**   * Participating Monday and Tuesday in a district festival, will depart with the Wind Ensemble for the Carnegie Hall trip From March 5 through 10. * Expresses pride that in all-Northwest competition, the HHS band took 9 of 36 slots and an additional ten places in the choir competition. * Celebrates the production of Alice-in-Wonderland, successful with crowds of all ages and a large student cast of actors and technicians.   **Art Department**   * Calls our attention to the art display shown simultaneously with the Alice in Wonderland production. * Announces that Senior Showcase is coming up May 1st (May Day) with the involvement of both senior artists and talented culinary students. * Reminds us that District Music Festival will be in Missoula with parts of the building in use April 17 and 18th.   **World Languages**   * Saw a smaller-than expected turnout for Language Days because eighth graders had already selected their high school. * Will take 13th of March about 75 students to UM on March 13 for Foreign Language Days.   **English Department**   * Will schedule freshmen for the Reading Plus test to see if students have made improvement in the 2014-2015 school years. * With Matt Quinlan’s assistance leading the way, will try to post reading test results on “Q” so sophomore teachers will have access to scores in Fall 2015.)   **IB**   * Mailed the first set of IB papers to the United Kingdom for assessment.   **Title I**   * Plans a fourth of six meetings for Wednesday, March 11, to create a useable data picture of HHS. * Will meet with all district Title I practitioners Friday, March 20, so Title I staff can review the 2015-2016 budget scenarios. (One scenario may result in no cuts, a second in only a 2% cut.)   **Business**   * Expressed pride that 14 business students qualified for BPA state competition. * Explained that only 11 students, however, will attend the competition because of conflicts with the band trip. * Shared concern that the National BPA competition, long on the calendar, conflicts with Prom.   **Social Studies**   * Plans a March 24 trip to Helena for 100 Seniors who will meet the Governor Bullock and observe the Legislative Assembly. * Plans an April 20 morning trip for 80 seniors to observe a federal court sentencing.   **Administration**   * Advises staff that Lisa will be gone on Monday, April 6 Will be Stanford for design Thinking workshop. * Reminds us that Prom is May 9 at Caras Park. * Schedules Parent Conferences April 14 and 15 from 4:00 to 7:00. (Tuesday: Drop-ins 4:00-5:30 and appointments, 5:30-7:00; Wednesday: Appointments 4:00 to 5:30 and-Drop-Ins 5:30-7:00.) * Asks staff to note that Mary Kaplan is keeping a staff calendar. When staff has club/class activities, all are asked to post them on this calendar to help colleagues in planning.   **SAVE Club**   * Plans a series of speakers for Earth Day April 24, a Friday. * Will soon make available a list of sectionals. |
| **Peer Review – CMR High School**   * Divide in sub groups * Discuss notes & action steps in April * Discuss building goals for 2015-16 in May | Each department chair was asked to choose a topic to review on April 6.   * Standard 1 Purpose and Direction (Lee B, Leon S, Marvin P) * Standard 2: Governance and Leadership (Christine K, Jennifer C, Nancy L) * Standard 3: Teaching and Assessing for Learning (Jeff D, Debbie H, Beth H) * Standard 4: Resources and Supports (Gail C, Julie E, Laurie Z, Cathy S, Matt Q) * Standard 5: Using Results for Continuous Improvement (Julie B, Melissa H, Carla H) |
| **PLC Meeting Agenda: March** | Since our last Department Chairs meeting, Lisa has covered the following checklist with most departments, two scheduled soon.   * Assessment Training, * Special Olympics, Anaphylaxis Toolkit, * Smart Snacks Toolkit, * March Attendance Madness, * April 27th PIR, * SBAC Testing, * Active Resistance Training.   Before our next Department Chairs meeting, Lisa will schedule an all-staff meeting (within the contract day) to introduce staff to significant proposed changes in the curriculum review/change process. In addition, she will discuss these proposals, where time constraints allow, in her meetings with Department PLCs.  Lisa seeks not only to inform the staff about the proposed changes, but to solicit staff comments and suggestions. In April, the teaching coaches will present the proposal will to the Teaching and Learning Committee and the School Board. These changes would begin as early as this summer.  Since there is no longer an administrator for curriculum matters, three district instructional coaches, following directions from the three Regional Directors, developed this new plan for Curriculum Review.  The district’s goal is to shift from curriculum review as an event to curriculum review as an ongoing process, always using assessment to determine of curriculum and resources have actually helped students learn and achieve. The proposal uses the PLC content collaborative teams to continuously upgrade and review content and student achievement, rather than doing a large overview every five years in the absences of student achievement data.  The proposed review cycle establishes a 2-year sequence. (No plan is in place to provide resources for departments who underwent a review process, 2013-2014.)  **Review 2014-2015**   * Science * Math * Health and Physical Education * Career And Technical Education * Library   **Review 2016-2017**   * Social Studies * World Languages * English * Language Arts, * School Counseling, * Fine Arts |
| **Master Schedule Update** | Lisa updated department chairs about scheduling for the 2015-1016 school year.   * **March 6th** –On this date the student request window closes.   + Students may still make some adjustments after this date.   + Lisa will get department data out to department chairs as soon as possible after this March 6 deadline * **March 11th – March 20th**: Department chairs will meet with Lynn Farmer and Lisa Hendrix to discuss department course requests and numbers of sections needed for each course in 2015-2016. * **March 23-28th** – 1st Draft: Each department chair will submit a draft of its proposed department schedule before leaving for spring break. * **Spring Break** – Lisa and Mary Kaplan will create a White Board Schedule combining all department schedule proposals. Lisa will study the schedule to look for conflicts, and asks department chairs to review the White Board as soon as they return from spring break. All will peruse for glaring conflicts needed corrections. * **April 6th –10** During this week Lisa and department chairs will discuss conflicts, creating a list of needed changes, and cooperating to make the needed schedule adjustments. * **April 13-17** –Each department will submit a 2nd amended draft of classes for the Master Schedule. * **April 20th** – Lisa and Lynn will run loader for first time, trying to place 90% of students in the classes they have requested. * **April 22nd** – Lisa and Lynn will cooperate in creating a 3rd draft of the Master Schedule for the whole school. * **April 28th** – Lisa and Lynn will run the loader for second time (if needed). * **May 1st** – Lisa and Lynn will present a final draft of the 2015-2016 Master Schedule. |
| **Q & A** | Lisa reports that as of today, 307 students have asked to enter Hellgate as freshmen. Lisa will cut off enrollment at 325. To date, we have accepted all who requested entry. There is no wait list. Several students have changed their minds about where to attend school in Fall 2015. Information is still a bit uncertain. |

\*Times adjusted to reflect actual discussion time given during the meeting.

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.